

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES**

Monday, September 14, 2015

Present: Suzanne Bruner, Edie Webb, Steve Broyles, David Owens, Sally Schirk-Ehrlich, and Catherine Kiener, and Mayor Tom Mlada Excused: Beth Smyth and Alderman Bill Driscoll
Meeting was called to order at 6:05 PM

1. Approval of August minutes: Motion to approve by Mrs. Brunner and seconded by Mrs. Schirk-Ehrlich. Motion carried.

2. Public Comments: None

3. A. The Financial summary for September: A motion to approve, subject to audit, was made by Mrs. Webb and seconded by Mr. Broyles. There was a correction of \$425 that was listed in the wrong account at Port State Bank. No further discussion. Motion carried.

B. Quarterly bills to be paid by the city: The overage in the telephone/internet account and the process to understand why so many bills coming in, when at 2015 budget time the Center Director was given \$229 to use for the 2015 budget, has been ongoing since June. The recent follow up was a city staff awaiting a return call from PCS. Chairman Owens moved to approve the quarterly bills with the exception of the telephone line item. Motion seconded by Mrs. Webb. No further discussion was held. Motion carried.

4. Unfinished business:

A. Ad-Hoc for Strategic Plan Update

Mrs. Webb highlighted the goal and objective for the survey process was to identify what the city in partnership with the Membership of the Center would learn from the data gathered to help make an informed decision on a 'permanent' location for the Adult Community Senior Center Service. She reviewed some of the draft report and changes to make for the comparison with Grafton and adding Park and Recreation comments. There are 6 options identified in the report along with pros and cons of each option.

B. There is a tour scheduled for Mon. Sept. 28 to review other Community Centers that house senior centers. MSA Professional Services plans to present final report on Oct. 6th. Saturday, the Park and Rec Board meets and the Director and committee rep will be there to update them and invite to the tour.

5. New Business:

A. Elected officials report – none

B. The 2016 budget was presented. There was not a guide as to the increase of the budget. The Director did the basic increases on the directive sheet given for benefits & utilities. There may be a change in the health care. The Director pointed out the Finance Director put the expense of the study in the budget which in addition to the higher phone bills is also causing the budget to be over the approved budget. The budget overall was a 3% increase partially due to the telephone/internet line item. Mr. Broyles moved to approve the budget and Mrs. Schirk-Ehrlich seconded the motion. Members were concerned about the telephone bill as they felt the switch to Time Warner was a cost savings measure. Motion unanimously carried.

6. Directors Report

A. Senior Center Board of Directors

The senior center Board approved an increase in membership dues in 2016 and it will be a combined membership of the Center and Friends. This was done after a comparison of local dues and a review of centers nationally. This increase puts Port Washington membership on the higher side.

B. Upcoming events

1. a. The Lakeside Tea Society hosts a Scottish Speaker;
- b. Senior Center month is focusing on lottery lunches, Power of Attorney for health care, and the internet banking seminar at PWSB.
- c. there will be a German fest event in October; the fundraiser for the center, Craft, Bake & Silent Auction will be held in Nov.

2. Educational Class update

- a. & b. See above notes under Senior Center Month

- c. The AARP class is slowly having registrations.

C. Staff Updates – The ad on Craigslist generated 3 phone calls and one resume but no follow through with a city application. There is a request to re-advertise in the local paper. The new environmental maintenance staff is demonstrating a good understanding of the weekly job duties.

The Director commented that a request was made for compensation for performing the assistant job duties since July. There has not been a decision and a meeting with the City Administrator is planned for follow up on the study expense, telephone, and pay.

The Director did give the County ADRC feedback for the State required 2 year Aging Services Plan.

6. Meeting adjourned at 7:23 PM

Next Commission on Aging Meeting: Monday, October 12, 2015

Respectfully submitted for the Secretary by Catherine Kiener